



**Lheidli T'enneh**

LHEIDLİ T'ENNEH - MAIN BAND OFFICE

1041 Whenun Road | Prince George, BC V2K 5X8 | p: (250) 963-8451 or 1-877-963-8451 | f: (250) 963-6954  
www.lheidli.ca

## JOB POSTING

<b>Position</b>	: Communications Manager
<b>Division/ Department</b>	: Administration
<b>Salary</b>	: \$75,000-\$80,000 Annually + Other Benefits as per Lheidli T'enneh Policy
<b>Type of Position</b>	: Full Time permanent
<b>Location &amp; Hours</b>	: Combinedly Downtown office and Reserve offices which is about 22km away from downtown, Monday to Friday 08:30 AM to 04:30 PM, 37.5 hrs. /week.

### General Description

The Lheidli T'enneh Communications Manager plays a vital role in enhancing our media presence, strengthening communications strategies, and fostering positive community relations. Collaborating closely with the Chief & Council and Administration, the Communications Manager will spearhead the development and execution of holistic communication strategies aimed at articulating LTFN's mission, vision, and key messages to both internal and external stakeholders. Reporting directly to the Chief and Executive Director, you will collaborate closely with various departments to ensure harmonization and coherence in messaging across diverse platforms and initiatives.

### Key Responsibilities:

- Serve as the primary point of contact for all media inquiries.
- Liaise with media outlets to determine their interests and interview requests, seeking approval from the Chief before arranging interviews.
- Prepare background points and key messages for the Chief and provide rehearsal support before media engagements.
- Develop articulate and compelling speaking notes for Chief, Council, and Executive Director, ensuring alignment with organizational messaging and objectives.
- Oversee the production of video stories to keep members informed of key decisions and progress.
- Collaborate with government and industry contacts to gather quotes and background information for communications.
- Work closely with Community Relations contacts to ensure consistent messaging.
- Coordinate and oversee the planning, production, and distribution of essential documents such as the Annual Report, Newsletters, and other communications materials to ensure accuracy, completion, and timely circulation.
- Create and disseminate informative and timely messages to members regarding various

information, updates, announcements, and notices.

- Manage and support the planning, preparation, and delivery of Respectful Acknowledgement (RA) events.
- Coordinate with external groups to facilitate Chief's participation in Welcoming events.
- Collaborate with community partners to enhance LTFN's involvement in local events and activities.
- Create and maintain relationships with local governments and all other agencies and coordinate leadership and management meetings.
- Coordination of existing Partnership Agreements and development of new ones.
- Coordinate the G2G Program and other community initiatives.
- Represent LTFN on the Board of PG Community Foundation.
- Liaise with provincial groups and contacts to arrange speaking engagements for the Chief.
- Provide desktop publishing and design support.
- Enhance social media coverage and engagement.
- Collaborate with department managers to ensure consistency in communications.
- Support Chief's attendance at key events, gatherings, meetings, and conferences.
- Performing all other work-related duties as assigned.

### **Skills and Qualifications:**

- Bachelor's degree in communications, Public Relations, Journalism, or related field.
- Must have a minimum of (5) years of previous experience in communications, media relations, community engagement or a similar role.
- Strong writing, editing, and proofreading skills.
- Excellent interpersonal and relationship-building abilities.
- Must have strong computer skills (i.e., knowledge and ability to use Microsoft Word, Internet research, and Email). Proficiency in desktop publishing software and social media platforms.
- Must be able to create posters, notifications etc. on adobe and other suitable platforms.
- Proven ability to work collaboratively and effectively in a fast-paced environment.
- Knowledge of Indigenous culture, history, and LTFN community is an asset.
- Strong problem-solving and analytical skills
- High standards of ethics and confidentiality with a demonstrated ability to effectively handle sensitive information.
- Be willing to work weekends / overtime as required.
- Willing to undergo a criminal and vulnerable sector check.
- Valid driver's license and willingness to travel as required.

### **Application Deadline: Open Until Filled**

#### **How to apply:**

Submit resume with cover letter and three work related references (Please do not use personal reference) to:

#### **Human Resources**

Lheidli T'enneh First Nation

1041 Whenun Road, Prince George, BC, V2K 5X8

Website: <http://www.lheidli.ca>

Email: [jobs@lheidli.ca](mailto:jobs@lheidli.ca)

**No phone calls will be accepted.**